

Concur and Financial Management System (FMS) Integration

This document will explain the interfaces between Concur and the Financial Management System

Concur interfaces with FMS each evening to create Spend Authorizations and Expense Reports in FMS

- Requests approved in Concur are created as approved FMS 'Spend Authorizations' and create a pre-encumbrance utilizing the Request ID number. i.e. Request 'AVCW' is 'Concur-AVCW' in FMS

The screenshot shows the SAP Concur interface. At the top, there are tabs for 'Requests', 'Travel', 'Expense', and 'App'. Below the navigation bar, there are links for 'Manage Requests', 'New Request', 'Process Requests', and 'Quick S-'. The main content area displays 'Request AVCW' with a 'Trip Name: CHELF 2018'. Below this, there are tabs for 'Request Header', 'Segments', 'Expense Summary', 'Approval Flow', 'Audit Trail', and 'Travel Advisory'. A search bar contains the text 'Concur-AVCW'. Below the search bar, there is a blue header for 'Search Results'. On the left, there is a list of categories: Common, Banking, Expenses, Financial Accounting, Grants, Organizations, People, Processes, Procurement, Projects, Revenue, Security, Staffing, and 'All of Workday' (which is highlighted with a red box). On the right, under 'Search Results 1 items', there is a result: 'Spend Authorization: Lori Beene on 11/12/2018 for 826.00 USD'. A red arrow points to this result. Below the result, there is a tip: 'Tip: try selecting another category from the left to see other results'.

Open the Spend Authorization to see the trip name (in justification field), trip dates, and whether a cash advance has been issued or is outstanding. If an expense report has been filed, you can open the related report.

The screenshot shows the 'View Spend Authorization' page for 'Concur-AVCW'. At the top, there is a blue header with the title 'View Spend Authorization' and 'Concur-AVCW' with an 'Actions' button. Below the header, there is a table with three columns: 'Cash Advance Outstanding Balance', 'Cash Advance Requested', and 'Spend Authorization Total'. The values are: '0.00 USD', '0.00 USD', and '826.00 USD' respectively. A red box highlights this table. Below the table, there is a section for 'Spend Authorization Information' and 'Spend Authorization Details'. In the 'Spend Authorization Information' section, there are fields for 'Company' (Arizona State University), 'Start Date' (11/12/2018), 'End Date' (11/14/2018), 'Description' (CONFERENCE), and 'Currency' (USD). A red box highlights the 'Start Date' and 'End Date' fields. In the 'Spend Authorization Details' section, there are fields for 'Reimbursement Payment Type' (Direct Deposit), 'Justification' (CHELF 2018), 'Expense Report(s)' (Expense Report: Concur-66A1E322079B4CCBCB5), and 'Cash Advance Repayments' (empty). A red arrow points to the 'Justification' field.

- Expense Reports approved in Concur are created as approved FMS 'Expense Reports' utilizing the report ID. i.e. '66A1E322079B4CCCBCB5' is 'Concur-66A1E322079B4CCCBCB5' in FMS

Report header for: CHELF 2018

Tip Name	CHELF 2018	Tip Type	1. Out-of-State	Create Date	10/19/2018	Traveler Type	Staff
Employee ID	1090304991	Department ID	FS Travel	Business Travel Begin Date	11/12/2018	Business Travel End Date	11/14/2018
Project/Grant/Program	(PG02914) FS-Temps Operations-C	Cost Center	(CC0259) FS-Financial Services	Business Type	02. Conference	Conference/Event Host	Concur Higher Education
Does this trip contain personal travel?	No	Public Purpose/Benefit to ASU (utilize Comment box for additional info)	Leadership Forum Agenda	Report ID	66A1E322079B4CCCBCB5	Personal Expenses	9.50
Report Currency	US, Dollar	Approval Status	Approved	Report Total	826.28	Amount Due University	0.00
Amount Not Approved	0.00	Amount Approved	810.78	Amount University Paid	0.00	Amount Due University Card	14.50
Amount Due User	14.50	Amount Due University Card	796.28	Total Amount Claimed	810.78	Department Name	DD26602

ASU Search Results

Concur-66A1E32

Search Results 1 items

All of Workday

[Expense Report: Concur-66A1E322079B4CCCBCB5](#)

Tip: try selecting another category from the left to see other res

Categories: Common, Banking, Expenses, Financial Accounting, Grants, Organizations, People, Processes, Procurement, Projects, Revenue, Security, Staffing, **All of Workday**

The trip name is in the Memo field, view the related Spend Authorization, click 'Actions' for other data.

View Expense Report

Concur-66A1E322079B4CCCBCB5 [Actions](#)

Personal	Company Paid	Cash Advance Applied	Prior Balance Applied	Reimbursement	Total
9.50 USD	796.28 USD	0.00 USD	0.00 USD	14.50 USD	820.28 USD

Pay To: Lori Beene
Status: Approved

Expense Report Information		Expense Report Reference Information	
Company	Arizona State University	Expense Payee Paid	Yes
Expense Report Date	11/27/2018	Reimbursement Payment Type	Direct Deposit
Created On	11/28/2018	Spend Authorization	Spend Authorization: Lori Beene on 11/12/2018 for 826.00 USD
Approval Date	11/28/2018	Final Expense Report for Spend Authorization	Yes
		Memo	CHELF 2018

Approvers can use the report id to search for the report in Concur.

SAP Concur | Travel | Approvals | Locate

Approvals Home | Requests | Reports

Expense Report List
All Reports you Approved

View ▾

Report ID ▾ Begins With ▾ 66A1E [Go]

<input type="checkbox"/>	Employee Name	Report Name	Comments	Status	Payment Status	Rep
<input type="checkbox"/>	Beene, Lori D.	CHELF 2018		Approved	Sent for Payment	10/

⚠ Conference documentation showing relevant info: dates, hotel rates, provided meals can be attached to '+ New Expense' > Conference Br

Department Reporting Roll, Department Reporting, Audit Reporting, and Academic Employee tags

- Can be added by the traveler, delegate, or approver to both requests and expense report in Concur through the allocation functionality. The Program/Gift/Grant/Program, Cost Center and Trip type from the header are pre-populated and can be changed as needed in the allocation. The [My ASU TRIP manual](#) has directions.

Allocations

Allocate By ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾ | Add to Favorites

<input type="checkbox"/>	Percentage	* Project/Gift/G...	* Cost Center	Department Reporting Roll	Department Reporting	Audit Reporting	Academic Employee ▾	* Trip Type	Code
<input type="checkbox"/>	100	(PG00983) CP...	(CC0100) CP...					1. Out-of-State	PG00983-CC01...

Concur Approvers

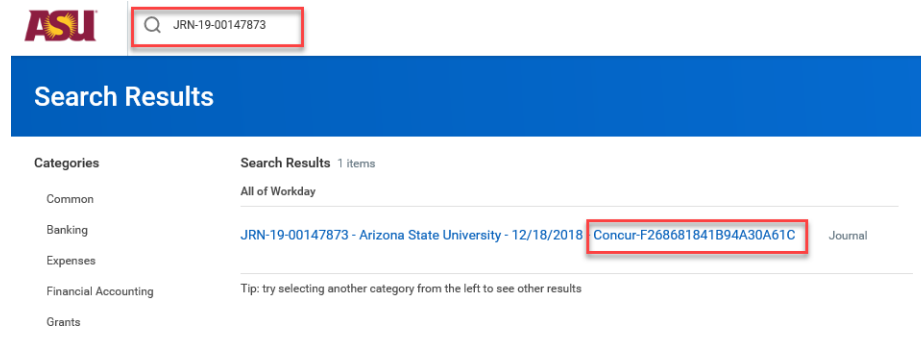
- To approve for a Project, Gift, or Program within Concur an individual must be a FMS Cost Center Manager for the cost center on the header and they must have the 'My ASU TRIP Approver' PeopleSoft role.
- To approve for a Grant in Concur, an individual must be a FMS Grant Manager for the grant on the header and they must have the 'My ASU TRIP Approver' PeopleSoft role.

Directions to apply for the People Soft role are found in the [My ASU TRIP manual](#). To be added as a FMS approver, please reach out to the FMS FMS team.

Expense Report Fee and Carbon Offset

- The journals post based on the tags on the expense report in the allocation, not the tags on the header. If a report is funded 70/30 to two different funding sources, the fee is also split 70/30 to those same funding sources. **IF** a grant is a funding source, then the portion of the **carbon offset** allocated to the grant posts to the responsible account rather than the grant.

The related trip number is referenced in the JRN title (if posted by the integration)...

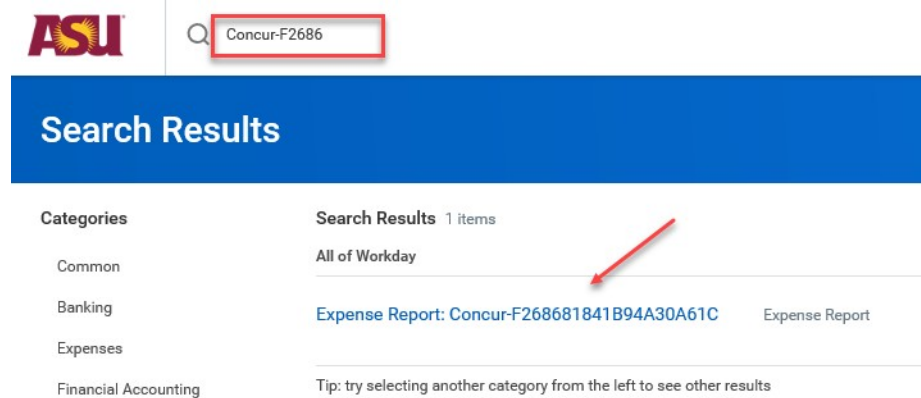


ASU Search Results

Search Results 1 items

All of Workday

Common		
Banking	JRN-19-00147873 - Arizona State University - 12/18/2018	Concur-F268681841B94A30A61C Journal
Expenses		
Financial Accounting	Tip: try selecting another category from the left to see other results	
Grants		



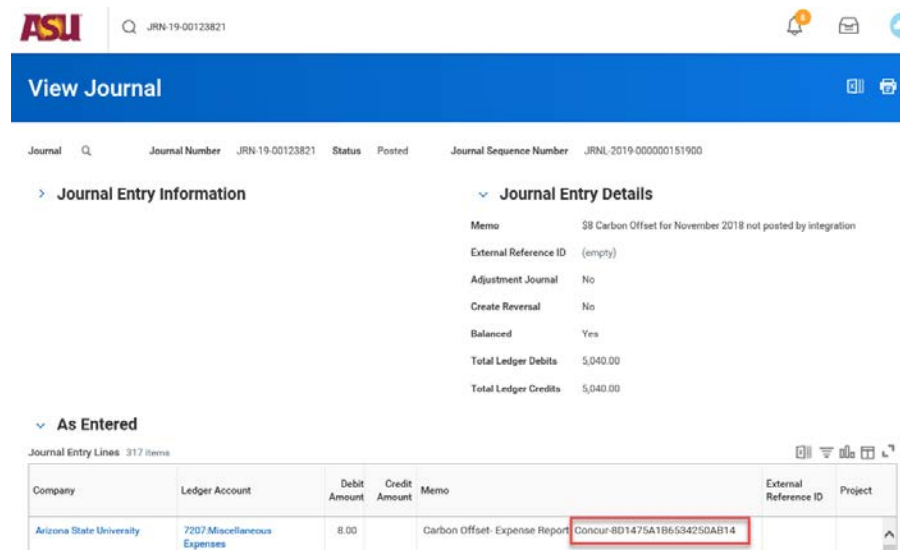
ASU Search Results

Search Results 1 items

All of Workday

Common		
Banking	Expense Report: Concur-F268681841B94A30A61C	Expense Report
Expenses		
Financial Accounting	Tip: try selecting another category from the left to see other results	

Or in the memo field if manually posted.



ASU View Journal

Journal Number: JRN-19-00123821 | Journal Sequence Number: JRN1-2019-000000151900

Journal Entry Information

Journal Entry Details

- Memo: SB Carbon Offset for November 2018 not posted by integration
- External Reference ID: (empty)
- Adjustment Journal: No
- Create Reversal: No
- Balanced: Yes
- Total Ledger Debits: 5,040.00
- Total Ledger Credits: 5,040.00

As Entered

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Project
Arizona State University	7207 Miscellaneous Expenses	8.00		Carbon Offset- Expense Report	Concur-8D1475A1B6534250AB14	

System of Record

- Concur remains the system of record for all spend authorizations and expense reports. Receipts and a copy of the Concur documents are not available within FMS.

Other

- Concur requests with cash advances should not be split-funded. FMS cannot support this and the spend authorization and cash advance creation will be delayed in FMS.
- To close a Spend Authorization in FMS, please send an email to myasutrip@asu.edu after closing or cancelling the request in Concur. The [My ASU TRIP manual](#) has directions on when to close and when to cancel a request.
- To find open Spend Authorizations in FMS you may find the following reports helpful
 - Find Spend Authorization Lines for Organization (delete dates from spend start date fields)
 - Outstanding Operational Encumbrances – Departmental use
 - Sources and Uses by Ledger Account (Update “View by” criteria to “Worker”)